

How to Handle Employees in a Small Business

Reference: PACE, Unit 14 - Human Resources Activity

Materials Needed: Paper and pencil for each group



1. Organize students in groups of 5-8. Ask them to make lists of characteristics of employees that make them valuable to a company. After the list is completed, have the group identify those that are essential versus those that are rather important. Discuss and present to the class.
2. Next ask the same groups to brainstorm characteristics of an employee that are not acceptable to an employer. After developing the list identify those that are absolutely unacceptable versus those that are relatively undesirable. Discuss and present to the class.
3. In groups brainstorm original excuses for missing work. Pass your list to the next group who will act as management and determine how to handle each of the excuses. Present your groups= ideas to the class and discuss options.
4. Based on the above discussions, each group will write policy and procedures for employees in a small business.